

CLAY COUNTY BOARD OF COMMISSIONERS

Tuesday, November 5, 2013

8:30 a.m.

County Board Room – 3rd Floor – Courthouse

M I N U T E S

The Clay County Board of Commissioners met in regular session with all Commissioners present: Campbell, Evert, Gross, Ingersoll, and Weyland. County Administrator Brian C. Berg, Assistant County Attorney Jenny Samarzja, and Senior Administrative Assistant Vicki Reek were also present.

APPROVAL OF AGENDA

On motion by Evert, seconded by Gross, and unanimously carried, the agenda was approved as presented.

AUTHORIZATION TO EXECUTE ANNUAL SNOWMOBILE GRANT SPONSORSHIP
DOCUMENTS – CLAY TRAIL ALLIANCE

By consent agenda, the Board authorized execution of the documents necessary for the 2014 State of MN Parks & Trails Snowmobile Grant sponsorship for the Clay Trail Alliance in the amount of \$64,367.10.

APPROVAL TO EXECUTE EMERGENCY MANAGEMENT PERFORMANCE
GRANT DOCUMENTS

By consent agenda, the Board authorized execution of the Emergency Management Performance Grant (EMPG) documents providing \$32,362 to Clay County for the purpose of developing and maintaining state and local emergency management programs.

APPROVAL OF NEW PLANNING COMMISSION MEMBER – WILLIAM DAVIS

By consent agenda, the Board appointed Mr. William Davis as a new member of the Planning Commission representing the City of Dilworth, replacing Ms. Pamela Harper who recently completed her full nine year term on the Planning Commission. The Planning Commission unanimously recommended appointment of Mr. Davis.

APPROVAL OF NEW COUNTY EXTENSION COMMITTEE MEMBER

By consent agenda, Mr. Brian Thomas was appointed to the Clay County Extension Committee for a three year term, as recommended by the Extension Committee.

APPROVAL OF CONTRACT FOR SERVICES BETWEEN RAPE & ABUSE CRISIS CENTER AND
CLAY COUNTY ATTORNEY'S OFFICE

By consent agenda, the Board authorized execution of a contract for services between the Rape & Abuse Crisis Center and the Clay County Attorney's Office, in an amount not to exceed \$5266.64. Rape & Abuse Crisis Center will provide salary for a caseworker, counseling services, transportation, and printing costs for the Abuse in Later Life program for the period October 1, 2013 through December 27, 2013.

APPROVAL OF CITY OF MOORHEAD ABATEMENT APPLICATION – CAROLINE CONNER

By consent agenda, the Board approved an abatement application for Ms. Caroline Conner, parcel #58.992.1006, for a tax reduction of \$50 (due to clerical error), as recommended by the City of Moorhead Assessor's office.

APPROVAL TO ACCEPT DONATIONS

By consent agenda, the Board accepted donations as follows: \$300 to Veterans Volunteers Recognition Fund from American Legion Post 21; \$1000 to Sheriff's Canine Fund from the Dilworth Lions.

APPROVAL OF FAMILY SERVICE CENTER LEASE AMENDMENT FOR DEPARTMENT OF HUMAN SERVICES

By consent agenda, the Board approved Amendment #1 to the Department of Human Services' lease #11927 in the Family Service Center: Suite 305A, through June 2014.

AUTHORIZATION TO EXECUTE BOARD OF WATER & SOILS RESOURCES, NATURAL RESOURCES BLOCK GRANT AGREEMENT

By consent agenda, the Board approved the 2014-2015 Natural Resources Block Grant Agreement for funding in the amount of \$60,820. This program funds Local Water Management, Wetland Conservation Act, DNR Shoreland, Subsurface Sewage Treatment System, and MPCA Feedlot Base.

APPROVAL TO RELEASE RETAINAGE ON SAP 14-619-15 PROJECT

By consent agenda, the Board approved the release of retainage to H & S Contracting on the grading and bituminous paving project on CSAH 19, SAP 14-619-15, down to \$15,000.

EMPLOYEE RECOGNITION

The following employees were recognized for their years of service to Clay County: Jill Jacobsen Bala, Juvenile Detention Counselor, 25 years; Kurt Nelson, Truck Driver, Highway Department, 15 years.

The following employees were nominated to the Excellence in Performance Club: Marie Fournier, e-Government Administrator; Liza Kunze, Deputy Recorder; Jennifer Pierson, Human Resources Coordinator; and Mark Sloan, Information Services Director.

CITIZEN RECOGNITION

Sheriff Bill Bergquist presented Citizen Recognition Awards to Randy Trader and Michael Joyce for their efforts in saving the life of Troy Morse during a boating incident on Silver Lake.

2013 UNITED WAY OF CASS CLAY CAMPAIGN REPORT

Ms. Kimberly Savageau, Clay County's United Way of Cass Clay Campaign Coordinator, reported that Clay County employees pledged \$18,703.86 during this year's campaign, an increase of 15% in donations and 11% increase in the number of donors.

CITIZENS TO BE HEARD

There were no citizens present who wished to address the Board.

APPROVE PAYMENT OF BILLS AND VOUCHERS

On motion by Weyland, seconded by Evert, and unanimously carried, the bills and vouchers were approved for payment.

APPROVE MINUTES OF OCTOBER 15 & 22, 2013 COUNTY BOARD MEETINGS

On motion by Weyland, seconded by Evert, and unanimously carried, the minutes of the October 15 & 22, 2013 County Board meetings were approved as presented.

CLOSED SESSION: LABOR NEGOTIATION STRATEGY

On motion by Campbell, seconded by Weyland, and unanimously carried, the meeting closed at 8:43 a.m. to discuss labor negotiation strategy. On motion by Weyland, seconded by Gross, and unanimously carried, the meeting reopened at 9:00 a.m.

On motion by Evert, seconded by Weyland, and unanimously carried, the Board authorized execution of the Law Enforcement Labor Services, Inc. Local 166 Corrections labor union contract for 2014-2016, which includes a 2% cost of living adjustment for each year.

REVIEW/ADOPT CLAY COUNTY ALL HAZARD MITIGATION PLAN

Lt. Bryan Green, Clay County Emergency Manager, informed the Board that the five-year All Hazard Mitigation Plan has recently been updated and approved by Homeland Security and FEMA. Lt. Green stated that the hazards identified in previous plans are still prevalent in our area and addressed in the revised Plan. The plan will be updated annually in the future.

On motion by Gross, seconded by Campbell, and unanimously carried, the following resolution was adopted:

RESOLUTION 2013-50

ADOPTION OF THE CLAY COUNTY ALL-HAZARD MITIGATION PLAN

WHEREAS, Clay County has participated in the hazard mitigation planning process as established under the Disaster Mitigation Act of 2000, and

WHEREAS, the Act establishes a framework for the development of a County Hazard Mitigation Plan; and

WHEREAS, the Act as part of the planning process requires public involvement and local coordination among neighboring local units of government and businesses; and

WHEREAS, the Clay County Plan includes a risk assessment including past hazards, hazards that threaten the County, an estimate of structures at risk, a general description of land uses and development trends; and

WHEREAS, the Clay County Plan includes a mitigation strategy including goals and objectives and an action plan identifying specific mitigation projects and costs; and

WHEREAS, the Clay County Plan includes a maintenance or implementation process including plan updates, integration of the plan into other planning documents and how Clay County will maintain public participation and coordination; and

WHEREAS, the Plan has been shared with the Minnesota Division of Homeland Security and Emergency Management and the Federal Emergency Management Agency for review and comment; and

WHEREAS, the Clay County All-Hazard Mitigation Plan will make the county and participating jurisdictions eligible to receive FEMA hazard mitigation assistance grants; and

WHEREAS, this is a multi-jurisdictional Plan and cities that participated in the planning process may choose to also adopt the County Plan.

NOW THEREFORE BE IT RESOLVED that Clay County supports the hazard mitigation planning effort and wishes to adopt the Clay County All-Hazard Mitigation Plan.

REQUEST TO REPLACE FULL TIME CORRECTIONAL OFFICER
AND HIRE FULL TIME CORRECTIONAL OFFICER FOR OVERCROWDING

Jail Administrator Julie Savat requested approval to replace a full time Correctional Officer who has resigned.

On motion by Weyland, seconded by Evert, and unanimously carried, the Board approved replacing a full time Correctional Officer, acknowledging that this position is part of the Department of Corrections staffing plan for the Clay County Jail.

Ms. Savat also requested filling the Full time Correctional Officer for Overcrowding position which is included in the 2014 budget. Ms. Savat reminded the Board that this position will handle the bookings, releases and processing of inmates being transferred to other facilities. She requested filling the position in December due to the work that must be completed prior to January 1st, when the jail must reduce capacity by six beds.

Commissioner Campbell indicated that the Jail Needs Committee supports the position, noting that the workload will likely increase due to the number of inmates transferred out.

On motion by Campbell, seconded by Weyland, and unanimously carried, the Board approved hiring the Full Time Correctional Officer for Overcrowding in December, 2013.

REQUEST TO FILL/ADVERTISE POSITIONS IN WEST CENTRAL REGIONAL JUVENILE
DETENTION CENTER

West Central Regional Juvenile Center Director Steve Larson requested the Board's approval to fill a Full Time Counselor position in the Secure program which is vacant due to resignation.

On motion by Evert, seconded by Gross, and unanimously carried, the Board approved filling the Full Time Counselor position as mentioned above.

Mr. Larson informed the Board that for some time, discussion has taken place to convert roster staff hours into full time positions to provide more continuity, safety and security for the facility by having full time staff on every shift. Mr. Larson requested he be allowed to begin the hiring process for three Counselors who would start work in 2014: Male full-time Counselor (Secure program), Female full-time overnight Counselor (Secure program), Female full-time overnight Counselor (Non-Secure program).

On motion by Weyland, seconded by Campbell, and unanimously carried, the Board approved Mr. Larson's request to begin the hiring process for three Counselors who will start work in 2014, as described above.

On motion by Campbell, seconded by Evert, and unanimously carried, the Board approved backfilling of existing positions which might be vacated by internal movement to the above mentioned new positions.

REQUEST TO FILL EMERGENCY PREPAREDNESS COORDINATOR POSITION

Public Health Administrator Kathy McKay requested the Board's approval to hire or contract for a part time Emergency Preparedness Coordinator for Clay & Wilkin Counties using available State grant funding. Ms. McKay reminded the Board that in Public Health emergency situations, the entire staff responds to the event.

On motion by Weyland, seconded by Campbell, and unanimously carried, the Board approved filling the part time Emergency Preparedness Coordinator position as described above.

APPROVAL OF REQUEST FOR SINGLE LOT PLAT - STRUCTURAL PROPERTIES, MN

The Planning Commission heard a request from Structural Properties for a single lot platted subdivision in the W 1/2 Section 1, Riverton Township. The 44.47 acre site would be rezoned Highway Commercial in the future and used as the site for a cement block manufacturing plant for Structural Block, Inc. The Planning Commission recommended County Board approval of the request with the following conditions:

- 1) All roads/accesses are designed, permitted and constructed to specifications provided by the Clay County Highway Engineer.
- 2) The applicant must contact Clay Soil & Water Conservation District to have wetland evaluation conducted and shall provide documentation of said evaluation to the Clay County Planning Office.
- 3) Applicant must provide a copy of MPCA Stormwater Pollution Prevention Plan to the Planning Office prior to commencing any earth moving activities including road improvements.
- 4) Proposed lot must be rezoned to Highway Commercial before any development can take place and in order for the plat to be valid.

On motion by Evert, seconded by Campbell, and unanimously carried, the Board approved the single lot plat request as recommended by the Planning Commission with the conditions specified above.

APPOINTMENT OF DELEGATES FOR ASSOCIATION OF MN COUNTIES ANNUAL CONFERENCE

On motion by Campbell, seconded by Gross, and unanimously carried, the Board appointed the following as voting delegates to the Association of MN Counties Annual Conference: Commissioners Evert, Gross, Ingersoll, and Weyland, County Administrator Brian Berg, County Engineer David Overbo, Planning & Environmental Programs Director Tim Magnusson, and Social Services Director Rhonda Porter.

COMMITTEE REPORTS/COUNTY ADMINISTRATOR UPDATE

Commissioner Gross attended meetings concerning Agassiz Recreational Trails, City of Dilworth law enforcement, Family Healthcare, and the AMC District IV meeting.

Commissioner Campbell attended the Highway Tracking Committee meeting and Oakport Joint Powers meeting. He requested that research be conducted to see if the County can pursue another buyout with remaining grant funds.

Commissioner Evert attended meetings of the Highway Tracking Committee, Historical & Cultural Society, Lakes and Prairies Community Action Partnership, Lakeland Mental Health, Red River Basin Commission, County Surveyor's meeting, and the AMC District IV meeting.

Commissioner Ingersoll attended the Lakes and Prairies Community Action Partnership meeting and the Adult and Children's Mental Health meeting.

DECEMBER MEETING SCHEDULE

On motion by Weyland, seconded by Campbell, and unanimously carried, the Board's meeting schedule for December will be as follows:

December 3 - 8:30 a.m. County Board

December 10 - No meeting due to AMC Conference

December 12 - 5:30 p.m. County Board; 6:00 p.m. Public Information &

Citizen Input Meeting regarding 2014 Levy and Budget

December 17 - 8:30 a.m. County Board

December 24 - No Meeting

December 31 - 8:30 a.m. County Board

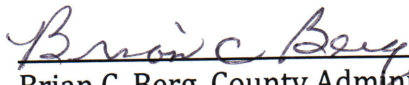
County Administrator Brian Berg attended numerous meetings concerning: FM Diversion, AMC District meeting, Dilworth City Policing, County Surveyor, Personnel issues, LEAN training, DMV Remodeling.

ADJOURN

The meeting adjourned at 10:00 a.m.



Wayne Ingersoll, Chair
Clay County Board of Commissioners



Brian C. Berg, County Administrator